

OTCnet Connect

A publication of the Bureau of the Fiscal Service Over the Counter Revenue Collection Division

Fall 2014 Newsletter Topics

This newsletter provides information and reminders on items that may impact your use of the OTCnet application.

These items include:

- Voucher Date Definition Change
- Release 2.0
- New Foreign Check Mailing Address
- CARS Reporting
- Batch Archiving
- Duplicate Processing

Voucher Date Definition Change

To achieve consistency among Treasury applications, Fiscal Service is changing the Check Capture Voucher Date definition on December 9, 2014. As a result, the Voucher Date definition will change in OTCnet.

The Check Capture Voucher Date is currently the business day after Debit Gateway receives transactions through OTCnet. Starting on December 9, 2014, the Voucher Date will be the day that Debit Gateway receives transactions from OTCnet.

When this change is implemented agencies will see the following:

- Users that process check items through OTCnet Check Capture on December 9, 2014 (prior to 9:30pm ET) will be able to see this change reflected in the 215 Report when the report becomes available on December 10, 2014. This change is demonstrated in the image below:

215 Deposit Ticket Report after Voucher Definition Change

215 Deposit Ticket Report				
Generated: 12/10/2014 2:55:01 PM ET				
From Date: 12/10/2014				
To Date: 12/10/2014				
215 - Deposit Ticket				
OTC Endpoint: TTH-1		Deposit Ticket No: 000001	Settlement Date: 12/10/2014	Voucher Date: 12/09/2014
Fiscal Agent: Test				
Cashier ID	Transaction Date	Summary Count	Summary Amount	
215 - Detail				
OTC Endpoint: TTH-1		Description: ABC Agency	ALC+2: 000000000	
Testuser1	12/09/2014	2	\$77.00	
Testuser1	12/09/2014	2	\$59.00	
Testuser1	12/09/2014	1	\$434.00	
Total ALC: 00000000		5	\$570.00	

- Transactions processed between Friday, December 5, 2014 (after 9:30 pm ET) and Tuesday, December 9, 2014 (prior to 9:30pm ET), will list the same Voucher Date of December 9, 2014, as shown in the chart below:

Date (Prior to 9:30pm ET) Check Item Processed through OTCnet	Voucher Date	Settlement Date
Friday, 12/5/2014	Monday, 12/8/2014	Monday, 12/8/2014
Saturday, 12/6/2014	Tuesday, 12/9/2014	Tuesday, 12/9/2014
Sunday, 12/7/2014	Tuesday, 12/9/2014	Tuesday, 12/9/2014
Monday, 12/8/2014	Tuesday, 12/9/2014	Tuesday, 12/9/2014
Tuesday, 12/9/2014	Tuesday, 12/9/2014	Wednesday, 12/10/2014
Wednesday, 12/10/2014	Wednesday, 12/10/2014	Thursday, 12/11/2014

Release 2.0

NEW RELEASE

We are delighted to announce the scheduled Spring 2015 release of OTCnet Release 2.0!

This release will introduce new features, including a new functionality for agencies to report multiple Classification Keys (C-Keys) to a single check under the Check Capture component, changes to the CIRA CSV Report, and a new Check Capture Adjustment, Correction, and Rescission (ACR) Report.

CIRA CSV Changes:

What are the changes being made to CIRA Query and the CIRA CSV Report?

The search criteria for the CIRA Query will include four new ACR parameters: ACR Type, ACR Reason Code, ACR Voucher Number, and ACR Settlement Date.

The CIRA CSV Report will include the following information: ACR Type, ACR Reason Code, ACR ALC, ACR ALC+2, ACR Voucher Date, ACR Voucher Number, ACR Settlement Date, ACR Credit Indicator, ACR Amount, and Legal Transaction Amount.

How do these changes impact the CIRA CSV Report?

The report CIRA CSV Report will now include additional columns. This format change will impact your agency's ability to use the CIRA CSV File to feed OTCnet data into a secondary system.

What actions do I need to take?

Agencies that use the CIRA CSV document to feed OTCnet data into a secondary system need to adjust their file to account for the new columns in the CIRA CSV Report.

If agencies do not take action, they will not be able to continue to use the CIRA CSV File to feed OTCnet data into a secondary system after Release 2.0 becomes available.

Can I test my file after I adjust it?

After you adjust your file to account for the additional columns, the OTCnet Team recommends that you test the changes made with a sample file. To receive a sample file, please contact the OTCnet Deployment Team at FMS.OTCDeployment@citi.com.

CARS Reporting

As of October 1, 2014, many agencies have become CARS Reporters.



Want to know if your Agency Location Code made the list?

Check out the most recent CARS Reporters listing by clicking or pasting the following address in your browser: http://www.fms.treas.gov/cars/ref_guidance.html.

If you don't see your ALC listed, please check with your 224/Classifications Transactions and Accountability (CTA) contact to see when your agency will convert to becoming a CARS Reporter.

For any additional questions, please email: gwa.crmd.users@fiscal.treasury.gov.

New Foreign Check Mailing Address

As of September 2, 2014, mail all foreign check deposits processed through OTCnet to the new mailing address listed below:

Bank of America
Foreign Transit Items
TX1-160-05-31
1950 N Stemmons Fwy, Suite 5049
Dallas, TX 75207
469-201-6547

Previously, Federal Agency depositors sent their foreign check items and OTCnet deposit tickets to Los Angeles, California for cash letter items and/or to Charlotte, North Carolina for collection items.

Additionally, mail all cash letter items and collection items in the same envelope to the same address. However, do not list the cash letter and collection items on the OTCnet deposit ticket. Instead, you must create a separate OTCnet deposit ticket.

Please note that cash letter items are United States Dollar (USD) items drawn on a Canadian Bank or a specific United Kingdom Clearing Bank. Collection items are all other USD items drawn on foreign banks in other countries.

Treasury OTC Support Team:

866.945.7920 or
FMS.OTCChannel@citi.com



OTCnet Deployment Team:

703.377.5586 or
FMS.OTCDeployment@citi.com

Batch Archiving



As a reminder, OTCnet Batch Archiving is still in progress.

The OTCnet Team recommends that you clean-up outstanding batches to prepare for

ongoing archiving activities. An outstanding batch in OTCnet is a batch processed through OTCnet but not sent for settlement.

To clean-up batches, please:

1. **Review** any outstanding batches that have not been approved
2. **Void and deactivate** or **review and approve** any outstanding batches, regardless of their status such as Open or Closed

- **Voiding a Check:** http://www.fms.treas.gov/otcnet/training/wbt/content/Isn544HTML2004/M/sims/pja_void_ck.pdf
- **Deactivating a Batch:** http://www.fms.treas.gov/otcnet/training/wbt/content/Isn544HTML2004/M/sims/pja_act_deact_bat.pdf
- **Approving a Batch:** http://www.fms.treas.gov/otcnet/training/wbt/content/Isn544HTML2004/M/sims/pja_approve_singbat.pdf
- **Closing a Batch:** http://www.fms.treas.gov/otcnet/training/wbt/content/Isn544HTML2004/M/sims/pja_close_singbat.pdf

Once the OTCnet Team archives batches, users cannot change the batch status or modify checks within the batch.

Duplicate Processing

It is important for OTCnet Check Capture agencies **avoid scanning and processing check items through OTCnet and then depositing the same check items at a local bank.**

To avoid this, please complete the following:

- **Review your agency's check scanning procedures**
- **Search for the check using the CIRA Record**, if you need to verify if the check items have already been scanned and processed.

For additional information, please click the following link: http://www.fms.treas.gov/otcnet/training/wbt/content/Isn546HTML2004/M/sims/pja_view_cira_record.pdf.



When your agency scans items, please:

- **Return the check to the customer**, if your agency scans items in-person
- **Have safeguards that ensure scanned items are kept separate from unscanned items**, if your agency collects checks when the customer is not present or through back office operations

Additionally, checks may be hand stamped or franked after the transaction is complete.

To view scanner options that support automatic stamping of checks, please click the following link: <http://www.fms.treas.gov/otcnet/releaseinfo.html>.



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